

(C. & S.B.) Office Notes

FRANCIS
C. & S. B. REC.
No S. B. D. 2305.
Dec 30 - 4 - 31.

P.A. (C.B.)

C.P. does not wish to send too many men to Lockland Yard. Mr Baker is going and also Supt Gilbert. Please get in touch with others & ask them to help out.

*Recess*  
13-4-31

*Letter written to Supt Gilbert, asking him to obtain full details, 13-4-31*  
J. P. Cook  
Chamman 14

## SHANGHAI MUNICIPAL POLICE.

File No.

S.A - D. 2305.

C. 2

Station,

## REPORT

Date April 8, 1931.

Subject (in full) Suggested establishment of a Criminal Records Office.

Made by \_\_\_\_\_ and \_\_\_\_\_

Forwarded by \_\_\_\_\_

*J. Dickson*

Sir,

Further to my report of April 1, and the remarks of the Commissioner thereon, I respectfully beg to bring the following points to your notice, as it appears to me that the position of the S. P. in forming a C.R.O. is not quite understood.

The formation of a C.R.O. where there is no F.P.B. is a fairly straight forward job, which no doubt could be undertaken by any responsible police officer who had acquired the necessary data from some Force already operating one. The fact which appears to have been lost sight of is that there has been a F.P.B. working in the S.M.P. for the past 20 years and that over 150,000 records <sup>are</sup> at present on file, these will have to be transferred to the C.R.O.

The responsibility for the correct transfer will have to be undertaken by a finger print expert and I think it only fair to whoever has to assume that responsibility, that he should be allowed to gather his own data otherwise he is immediately working on second hand information, which however accurately it may have been gathered is never altogether satisfactory.

As Mr. Baker has no knowledge of finger prints I cannot see how he can collect all the necessary data and if I am to collect it I would much prefer to do so in my own way.

I am, Sir,

Yours obediently,

*J. Dickson*

D. S. I.

D. C. (Crime &amp; Special Branches).

Date April 3, 1931.

(C. & S B.) Office Notes

C. P.

Nearly all modern Police Forces have a Criminal Record Office where the complete record of a prisoner can be turned up quickly. Not all forces have a Finger Print Bureau but depend on a central clearing house like Scotland Yard. The S.M.P. have depended on the finger print records and the difficulties are mentioned in attached report. I have had this matter in mind for the past year and have discussed it on several occasions with Mr. Gerrard who considered it essential and wished me to start as soon as possible. I have some knowledge of the matter myself from what I saw at 'home' but not sufficient to start an office properly. I therefore recommend that S.I. Dickson be granted two weeks extra long leave with pay to visit Scotland Yard or any other Police force which may be able to help him to obtain information to start a Criminal Record Office here.

*L. Auer*

D. C. (C. & S.B.).

J.E. (C.R.S.)

From my own experience I think the details of Scotland Yard's C.R.O. could be mastered in one day - he takes in attending a Senior Officers Course there in July & if J.S.D. Dickson gets in touch with him through John Book he, he takes could collect the necessary data. I do not think an extensive of time is necessary but John Book he would pay J.S.D. Dickson's expenses. I am in full agreement with you as to the necessity for a C.R.O.

J.E. 6/4

*At. (C.R.S.)  
Inform  
S.I. Dickson  
7/4*

## SHANGHAI MUNICIPAL POLICE.

## REPORT

C. 2. Station,

Date April 1, 1931.

Subject (in full) Suggested establishment of a Criminal Records Office  
(Hereinafter referred to as the C.R.O.)

Made by \_\_\_\_\_ and \_\_\_\_\_ Forwarded by *J. Jackson DSI*

Sir,

Re our conversation on the above subject some time ago I beg to put forward the following points for consideration.

1. The present system of filing finger print records with the prisoners criminal record on the back causes most of the work to be done by foreign finger print experts owing to the fact that the files are numbered by means of a finger print classification.

The finger prints of prisoners have to be removed from the files several times for additions or alterations to the criminal record on the back and with the large number of files and their complicated numbering there is always a possibility of a record being mislaid.

If the criminal record is kept in a separate file with an ordinary file number this is not likely to occur.

With a C.R.O. working finger prints would be filed as at present but instead of having the convictions recorded on the back, there would merely be a C.R.O. number and the full record of the prisoner would be found under this number in the C.R.O., thus a prisoners finger prints once filed would remain in the file.

2. The Identification Records of prisoners are at present filed in three different places according to whether the prisoners sentence has commenced, is awaiting execution order for commencement, or is released. When he is released the identification record is filed under its station and number, thus a prisoner with ten previous convictions has ten identification records in various parts of the storeroom. In the event of information being required by anyone regarding this prisoners

## SHANGHAI MUNICIPAL POLICE.

## REPORT

Station, \_\_\_\_\_

Date \_\_\_\_\_ 19

Subject (in full) \_\_\_\_\_

(2)

Made by \_\_\_\_\_

Forwarded by \_\_\_\_\_

antecedents, it means his finger print record has to be removed from the files, all his station numbers copied out and each record searched for separately.

With a C.R.O. all his identification records would be contained in his dossier in the C.R.O. which could be reached in a very few minutes.

It must be understood that the adoption of a C.R.O. would not change the present finger print system but only the criminal record system.

3. The third reason which I feel justifies the establishment of a C.R.O. is this:- In the S.M.P. a prisoner on arrest and conviction may carry no fewer than seven numbers relating to different branches, and sections of the service which may have come in contact with him in the course of his imprisonment viz:- 1) Station No.; 2) Court No.; 3) Crime Register No.; 4) M.O. No.; 5) Gaol No.; 6) Photo No.; 7) F.P.B. No.; apart from an special registry numbers which may be given. So far as I am aware no office cross-indexes these numbers, so that they could supply the reference number of any given section which it might be necessary to consult after the prisoner is sentenced or released.

At present the F.P.B. is working daily with all the sections mentioned and it is often found that whilst one section is in possession of certain particulars and numbers they are not in possession of the data necessary to turn out quickly a file on the same case in another section. Admittedly the files can always be found but often only after considerable search.

In a C.R.O. by a simple method of bookkeeping the cross-indexing could be done in such a manner that a few minutes

# SHANGHAI MUNICIPAL POLICE.

File No. \_\_\_\_\_

## REPORT

Station, \_\_\_\_\_

Date \_\_\_\_\_ 19\_\_

(3)

Subject (in full) \_\_\_\_\_

Made by \_\_\_\_\_

Forwarded by \_\_\_\_\_

would suffice to give the reference number of any section wanted.

Those are the three main points and it is difficult to give a fuller explanation on paper without confusing the issue.

Points which of course must be considered are:-

- 1) Justification Is the work involved in organising the office going to be justified by results? So far as the Finger Print Bureau is concerned I think it is justified. As regards the C.R.O. acting as <sup>a</sup> clearing house for all sections and their reference numbers, I think with the variety of numbers now in use some such thing is necessary.
- 2) Expense ? This should not be very considerable, but I could give more details of this if allowed to visit New Scotland Yard.
- 3) Accommodation ? As for No. 2.
- 4) Staff ? I should say that no increase in the present foreign staff of the F.P.B. would be necessary, but additional Chinese staff would be required at least during the organisation.

The details mentioned would have to be gone into more fully after first hand information had been secured from some Force which already has a Finger Print Bureau and a Criminal Record Office working together.

For this purpose I would suggest New Scotland Yard and if time and authority be given me I am quite willing to visit the Yard and study their system and to forward a detailed report from home which, should it be decided to proceed with the scheme, would allow for its inclusion in 1932 estimates.

I am, Sir,

Yours obediently,

*J. Dickson*  
D. S. I.

D. C. (Crime & Special Branches)